



John Neely Kennedy

State Treasurer

LOUISIANA DEPARTMENT OF THE TREASURY

UNCLAIMED PROPERTY DIVISION

OWNER CLAIM FORM

Claim of owner(s) to any property delivered to the Administrator pursuant to the Unclaimed Property Act R.S. 9:151-181

A. Claimant's Name and Current Address: _____ Original owner name(s) as listed on our records: _____

Email address: _____

Social Security Number/Tax ID: _____ Daytime Telephone Number: _____

B. Information about Company or Organization who held these funds (if known): _____

C. Identifying/Account Number of Property Claimed: _____

Type of Property: _____

Amount: _____

D. Attach a copy of your driver's license and any documentation, instrument, or passbook for which claim is being made. If the instrument, passbook, or deposit book (used by organization) has been lost, stolen, or destroyed, please support ownership by submitting proof of former address as listed on the account, or provide other documentation which supports your claim of ownership. **You must provide adequate documentation or your claim may be denied.**

E. **Affidavit:** All claimants to the above property must sign this claim form below. If your claim has a value of \$250 or more, you are required to have this form notarized. If the claimant is a corporation, this claim must be executed by the chief fiscal officer of a public corporation, or an officer of a private corporation or unincorporated association. If the claimant is a partnership, this claim must be executed by a partner.

The claimant(s), individually and collectively in the event of multiple claimants, hereby declares, agrees and certifies that his or her claim to this property presumed abandoned is valid and just as the rightful owner thereof, that there are no outstanding conveyances, transfers, liens or encumbrances affecting claimant(s) ownership of the property, that all statements herein are true and correct, and that by the execution of this Form and Affidavit and upon payment of this claim, said claimant(s) shall, and by these present agrees and binds himself or herself to, fully and completely indemnify and hold harmless the State of Louisiana, its officers and employees, from any other claims to the property and/or from any loss and expenses, including attorneys fees, resulting or arising from payment of the claim.

Subscribed and sworn to before me this _____

Signatures of Claimant(s): _____

_____ Day of _____, 20____.

Notary Public Parish, State

My Commission Expires: _____

Unclaimed Property Claim Form Filing Instructions

Section A - Claimant name, original owner

Claimant name is the person filing the claim. Original owner is the name under which the account is listed. Therefore, information about the ORIGINAL OWNER is required.

If the account was originally opened jointly with the names connected by “and” (John and Mary Doe), both parties must make a claim for the funds. If the original owner or any co-owners are deceased, attach a copy of the appropriate death certificate and legal documents showing court ordered distribution. If the owner’s name has changed, please submit a copy of the document supporting this name change. For example, if your name has changed through marriage, attach a copy of your marriage certificate.

Section B - requests information about the company or organization which reported your money or property to the State Administrator. If this information is not known, leave this section blank.

Section C - requests a description of property being claimed. Examples include: savings accounts, checking accounts, uncashed checks, life insurance policies, credit balances, deposit refunds, wages, dividends, stock, safe deposit boxes, etc.

Section D - requests a copy of your driver’s license and any documentation (check, passbook, insurance policy, etc.) be sent in with this completed claim form.

Section E - requests that you sign the form and understand the affidavit statement. No claims will be approved without signature. **If the value of your claim is two hundred and fifty dollars or more, you are required to have this form notarized.**

The following items are examples of copies of documentation that can be submitted to prove a claim:

Authorization to sign claim form for company	Divorce papers
Bank statement with pertinent account number	Income tax return
Birth certificate	Insurance policy
Brokerage statement	Marriage certificate
Canceled Check	Money order
Copy of driver’s license	Original check
Copy of social security card	Passbook
Correspondence or verification from holder	Stock certificate
Court document	Traveler’s check
Division orders	W-2 form

Additional Documentation May Be Required.

Please mail this form and supporting documentation to:

**John Kennedy, State Treasurer
Louisiana Department of the Treasury
Unclaimed Property Division
P. O. Box 91010
Baton Rouge, LA 70821-9010**

Submission Of False Information On This Form Is A Criminal Offense